



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

IMAH-HRD-D

SEP 13 2006

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #24,
Civilian Academic Degree Training (CADT)

1. REFERENCES.

- a. 5 U.S.C. 4107, Academic Degree Training.
- b. Section 1121 of the National Defense Authorization Act for Fiscal Year 2001, Public Law 106-398, amending 5 USC 4107.
- c. Memorandum, OASD (FMP), August 15, 2001, Subject: Civilian Academic Degree Training.
- d. Memorandum, ASA (M&RA), October 26, 2001, Subject: Civilian Academic Degree Training.
- e. Memorandum, ASA (M&RA), October 6, 2003, Subject: Delegation of Authority for Civilian Personnel Policy/Management.
- f. Memorandum, Deputy Chief of Staff, G-1, October 30, 2003, Subject: Rescission of Delegation of Authority for Civilian Personnel Policy/Management.
- g. Memorandum, AASA, November 24, 2003, Subject: Change in Delegation of Civilian Personnel Authorities to Headquarters, Department of the Army (HQDA) Activities.

2. PURPOSE. To supplement DoD and DA policy and to provide IMA guidance and processing procedures for approval of CADT.

3. APPLICABILITY. This policy applies to all US appropriated fund civilian employees assigned to IMA. It does not apply to academic courses that are not part of an academic degree program and do not lead to a degree, nor does it apply to academic degrees obtained through education and training identified in Army Civilian Training, Education and Development (ACTEDS) plans, the DoD Leadership and Management Program (DLAMP), or other HQDA approved competitive professional development programs. This policy memorandum supersedes IMA policy memorandum #24, Jul 30 2004.

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4. POLICY.

a. Reference 1d contains DA implementation guidance and approval authority for payment of costs associated with degrees for civilian employees, commonly referred to as CADT.

b. References 1e, 1f, and 1g rescind all previous delegations of authority to approve requests for CADT and advise that the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) has retained all approval authority.

c. Reference 1g specifies that requests for approval of CADT must be sent to the Director, Human Resources Management Directorate (HRMD), Administrative Assistant to the Secretary of the Army (AASA), for endorsement prior to forwarding to the Deputy Assistant Secretary of the Army (Human Resources) (DASA (HR)), ASA (M&RA), for decision.

d. HQIMA Directors/Division Chiefs and Region Directors will forward requests for approval of CADT for civilian employees under their supervision to HQIMA for endorsement in accordance with the enclosed guidance. Following IMA endorsement, HQIMA Human Resources (HR) Division will process requests through the Assistant Chief of Staff for Installation Management (ACSIM) and Director, HRMD, AASA to the ASA (M&RA) for decision.

5. PROCEDURES.

a. Employees initiate requests for CADT. Supervisors and managers will advise employees who request CADT of the following:

(1) CADT is not an entitlement. Employees will be responsible for and will not be reimbursed for costs associated with academic degree programs if they enroll in, start, or complete a course prior to approval of their requests;

(2) Employees should not enroll in an academic degree program until IMA receives an ASA (M&RA) decision on their request, unless the employee is willing to bear all costs for the program;

(3) Employees for whom academic degree training is paid under this policy will be required to sign a continued employment agreement that obligates them to serve in the Department of Defense for a period at least three times the length of the education, beginning after the academic degree training is completed.

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b. Supervisors and management officials at any level will decide whether to support requests for CADT, and must understand that no central Army or IMA funds have been allocated for CADT. All costs for approved CADT will be borne by the employing activity. Decisions will be based on a review of the information and justifications submitted by employees or subordinate supervisors/managers, dialogue with the employee and appropriate Career Program Manager/Career Field Manager, and an assessment of the overall benefit to the organization and DA/IMA. If the decision is to support a request, the appropriate supervisor/manager will prepare a memorandum in accordance with the enclosed guidance, and forward the request through command channels for further consideration and decision.

c. If the decision is to deny a request, management officials will notify the next lower level manager or supervisor within their command channels of the decision. The notification must be in writing and include reasons for the decision. Supervisors and managers will discuss decisions to deny a request for CADT with the employee involved and document discussions in writing. Furthermore, supervisors and managers should advise their employees of alternative developmental opportunities.

d. IMA Region HR offices will review requests to ensure compliance with DA guidance in reference 1d and procedures in the enclosed guidance, and will advise and assist their respective commanders, managers and Region Directors who decide on CADT requests. HQIMA HR WFD Branch will advise and assist HQIMA managers who decide on requests for their employees.

e. See the attached guidance (encl).

6. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is Chief, Workforce Development Branch at commercial (703) 602-4259, DSN 332-4259.

Encl



JOHN A. MACDONALD
Brigadier General, USA
Director

GUIDANCE FOR INITIATING AND PROCESSING REQUESTS FOR CIVILIAN
ACADEMIC DEGREE TRAINING (CADT)

1. Requests for approval of CADT will include the following employee information and pertinent information about the degree program in which the employee will enroll:

- a. Employee name, position title, series and grade, and career program/field;
- b. Name and address of the university or college/school;
- c. Courses to be completed (including synopsis of curriculum);
- d. Estimated overall cost for completion of the program and source of funding;
- e. Brief summary of the employee's background and education; and
- f. Justification/reasons for the request including:
 - 1) Training/education objectives;
 - 2) How completion of CADT will enhance or improve the employee's performance, and;
 - 3) Expected return on investment or benefit to Army.

2. Supervisors/managers who support requests will submit a memorandum (see Sample #1) through command channels to their respective HQIMA Director/Division Chief or Region Director for endorsement. HQIMA Directors/Division Chiefs or Region Directors who support request will submit an endorsement memorandum (see Sample #2) to HQIMA. Requests should be initiated so as to reach the HQIMA HR WFD Branch at least six months prior to the start of the proposed program in order to allow sufficient time to process the request through appropriate channels and, if approved by DASA (HR), for the employee to enroll in a timely manner.

3. The following command channel endorsements will be included with memoranda submitted through HQIMA Directors/Division Chiefs or Region Directors to HQIMA for Director, IMA endorsement decision:

- a. Garrison employees – Garrison Commander/Garrison Manager, then Region Director.
- b. Region Office employees – Manager one level below Region Director, then Region Director.
- c. HQIMA employees – Manager one level below HQIMA Directors/Division Chiefs, and then HQIMA Directors/Division Chiefs.

4. Region HR offices will review requests from garrison and Region employees to determine whether the request is in compliance with IMA and Army guidance, and recommend appropriate action to the Region Director. Region HR offices will forward requests endorsed by Region Directors to the WFD Branch for further processing. Requests may be sent electronically by email or facsimile, then send the original documents by mail. HQIMA Directors/Division Chiefs will submit requests directly to the WFD Branch.

Encl

5. The WFD Branch will prepare endorsements for the Director, IMA and the ACSIM prior to forwarding to the HRMD, AASA for further endorsement. Once notified of the AASA decision, the WFD Branch will immediately notify the requesting organization through the respective HQIMA Director/Division Chief or Region Director.

SAMPLE #1 – CADT MEMORANDUM FROM REQUESTING ORGANIZATIONS

(Office symbol of requesting organization)

MEMORANDUM THRU (Garrison Commander/Garrison Manager if from garrison organization) **OR** (Manager one level below HQIMA Director/Division Chief if from HQIMA organization, or one level below Region Director if from Region organizations)

TO (HQIMA Director/Division Chiefs if for HQIMA employee) **OR** Director, (Region) (if from garrison and/or region organization)

SUBJECT: Request Approval for Civilian Academic Degree Training – (Employee Name)

1. REFERENCE.

a. Memorandum, OASA (M&RA), Deputy Assistant Secretary of the Army (Civilian Personnel Policy), October 26, 2001, subject: Civilian Academic Degree Training.

b. Memorandum, IMA, dated _____, subject: US Army Installation Management Agency Policy Memorandum # 24, Civilian Academic Degree Training (CADT).

2. In accordance with references 1a and 1b, I am requesting approval for Civilian Academic Degree Training for (employee name). The following information is provided to support this request:

- a. (Position title, series and grade, and career program/field)
- b. (Name and address of the university or college/school)
- c. (Courses to be completed (including synopsis of curriculum))
- d. (Funds to be used in supporting CADT)
- e. (Estimated overall cost for completion of the program)
- f. (Brief summary of the employee's background and education)
- g. Justification/reasons for the request:
 - 1) Objectives (include statement that CADT is identified in employee's individual development plan (IDP) or Career Program Plan, if that is the case);
 - 2) How completion of CADT will enhance or improve the employee's performance, and;
 - 3) Expected return on investment or benefit to Army.

3. My POC for this request is (name, phone number and email address).

IMA GOOD MANAGER
Director/Chief
(Organization)

SAMPLE #2 – CADT ENDORSEMENT/SUPPORTING MEMORANDUM FROM
HQIMA DIRECTOR/DIVISION CHIEF OR REGION DIRECTOR

(HQIMA Staff or Region office symbol)

MEMORANDUM FOR Director, Installation Management Agency, 2511 Jefferson Davis Highway, Arlington, VA 22202-3926

SUBJECT: Request Approval for Civilian Academic Degree Training - (Employee name and organization)

1. Reference.

a. Memorandum, OASA (M&RA), Deputy Assistant Secretary of the Army (Civilian Personnel Policy), October 26, 2001, subject: Civilian Academic Degree Training.

b. Memorandum, IMA, dated _____, subject: US Army Installation Management Agency Policy Memorandum # 24, Civilian Academic Degree Training (CADT).

2. I am forwarding the enclosed request to approve Civilian Academic Degree Training (CADT) for (employee name). I fully endorse this request, and solicit your support in obtaining endorsements through command channels and approval from the Deputy Assistant Secretary of the Army (Human Resources) (DASA (HR)), Office of the ASA (M&RA).

3. (Brief statement regarding how the Army and employee will mutually benefit from (his/her) completion of the CADT.)

4. Please contact me at (phone number or email address) if you have any questions regarding this endorsement.

(Name)
(Director or Chief)
(Staff Office or Region)